

Event Safety Document



F C R E V E N T M A N A G E M E N T

Windmill Half Marathon
Sunday 15th July 2018

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Event Information

Introduction

This document provides a summary of information for all aspects of the event, for the benefit of those involved in its organisation and delivery. This includes details of the event itinerary together with event personnel, site plans, routes, planning documents, schedules, risk assessment and cover provided by the medical services, stewards and emergency services.

The event is a foot race consisting of a measured half marathon (13.1 miles) distance, starting at finishing at the end of the Fairhaven Lake car park, Lytham St Annes.

The event will take place on Sunday 15th July 2018, starting at 10.00am. The registration area is at the end of the Fairhaven Lake car park, Lytham St Annes. This is where all competitors are directed to go before the start. All competitors must collect their race number before competing. Registration opens at 8.00am.

Management & Planning

A number of key factors have been considered by FCR before promoting the event. The date has been checked as to not coincide with any similar event on the same day in the area using the events calendars at runbritain.com. The route, which has been used in previous years, was checked for access or any changes. The venue has been checked whether the event can be hosted from there on the day. A preliminary risk assessment of the course has been undertaken to check suitability of the course. Checks have been made as to the availability of stewards and marshals on the day. Seasonal weather conditions have also been considered. After all these aspects have been considered, the event was proven to be acceptable and safe to promote.

Local Authority Information

A notice of intention has been sent to Fylde Council for consideration and approval from the Safety Advisory Group and/or all departments required to be informed of the event. The following departments/organisations have been informed about the event for pre-planning purposes:

- *Fylde Council forwarded to all relevant departments*
- *Blackpool Police (Events)*
- *Lancashire Ambulance Service (via SAG)*
- *Lancashire Fire & Rescue Service (via SAG)*
- *Blackpool, Fylde & Wyre Hospitals (via Remote Medical Services)*

Event Profile

The event will attract a broad range of participants, typically aged between 17 (minimum age) and 75 years of age. Using experience gathered from previous events, abilities vary, but most are experienced or at least competed in a road race previously. The event information desk can offer advice as required as does the events website and the instruction sheet supplied to all competitors before the day (by email or post).

Sex Split: 60% men, 40% women.

Age Split: 10% 17-25, 15% 26-30, 45% 31-45, 20% 46-55, 10% 56+

Group: Single participants and Family groups

The event start time is: **10.00am**

Arrival times for participants is between: **8.00am and 9.45am**

Duration of the event is typically: **4 hours**

Set-Up of event starts at: **5.30am**

Take-Down of event typically concludes at: **4.00pm**

The main event is outdoors.

Policy Statements

Health & Safety Policy Statement

It is an important duty of this organisation, in the conduct of its operations, to ensure a safe and healthy working environment for all its staff, stewards and volunteers. The organisation accepts the fact that this implies a corresponding duty of ensuring that necessary organisation, equipment and training is provided to fulfil this obligation. An effective health and safety policy requires the full collaboration and co-operation of all staff, stewards and volunteers; everybody is asked to read this policy and accept their own personal responsibility for health and safety at work.

It is the responsibility of the Event Manager:

- a. to maintain the spirit and letter of the principles incorporated in the relevant legislation to ensure the safest systems of work and a safe, healthy working environment.
- b. by consultation and joint involvement of management and staff, stewards and volunteers, to enlist the active interest, participation and support of staff, stewards and volunteers in promoting good standards.

It is the responsibility of all officials, stewards and volunteers:

- a. to take all reasonable care for the health and safety of him/herself and of fellow staff, stewards and volunteers and to report any hazard which cannot be controlled personally.
- b. to co-operate with the organisation by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment.

The role of 'Event Safety Officer (ESO)' is of vital importance for maintaining a continuous and critical scrutiny of working conditions throughout the workplace, reviewing safety performance and promoting safer working. The designated ESO is the Event Manager. The Event Manager accepts ultimate responsibility for health and safety within the organisation as a whole. All staff, stewards and volunteers generally are expected to support and implement this policy wholeheartedly.

Equality Act 2010 Policy Statement

As an organisation, Fylde Coast Running fully complies with the regulations and amendments contained within the Equality Act 2010. Specifically we recognise the protected characteristics of the following; Age, Disability, Gender Reassignment, Marriage and Civil Partnerships, Pregnancy and Maternity, Race, Religion or Beliefs, Sex and Sexual Orientation.

No aspect of the event compromises any of the Equality Act 2010 characteristics, and as an organisation uphold the values of all of the regulations and amendments. A copy of the Equality Act 2010 has been obtained and is available to view at the events office or public viewing or for reference by event staff.

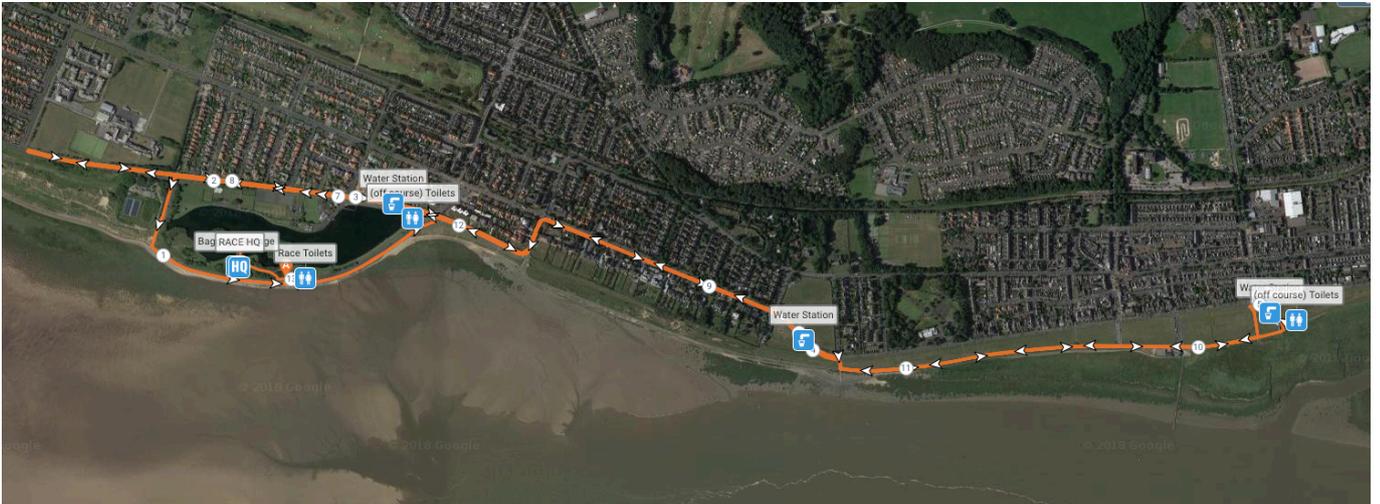
Children Act 1989/2004 Policy Statement

As an organisation, Fylde Coast Running fully complies with the regulations and amendments contained within the Children Act 1989/2004 and have taken the following pre-cautions to ensure a duty of care to minors. Minors under the age of 18 must have their entry form signed and dated by a parent or guardian. The medical services provider, Remote Medical Services, have all their personnel CRB checked. The event technical advisor and event manager are CRB checked.

No aspect of the event compromises any of the Children Act 1989/2004 and as an organisation uphold the values of all of the regulations and amendments. A copy of the Act has been obtained and is available to view at the events office or public viewing or for reference by event staff.

Course and Venue

Course Information



The run starts at the end of Fairhaven Lake Car Park on the outer pathway – along outer pathway to start of car park – left onto Inner Promenade – left into St Pauls Car Park – outer pathway passing start point to start of Fairhaven Lake Car Park – left onto Inner Promenade – turns back on itself just before King Edward Avenue – White Church – pathway along Clifton Drive to entrance of Outer pathway at Lytham Green (Boat Access) – Along outer pathway all the way to Lytham Windmill – loops around Windmill to rejoin outer pathway back to Clifton Drive via Boat Access – Clifton Drive to White church, left onto Inner Promenade – SECOND LAP – as above from King Edward Avenue – FINISH – turn into St Pauls Ave Car Park onto Outer pathway – End of Fairhaven Lake Car Park bear left to join lake pathway – Finish on lake pathway adjacent to Race HQ.

Venue Information

Event marquees will be erected and removed on the day to facilitate the event registration areas and baggage storage. Toilets will also be installed and removed on the day of the event.



Surface & Inspections

The surface of the entire route is a tarmac/concrete surface. (20 metres on flat maintained grass). The surface is of fairly good condition with no major potholes, cracks or defects that would prove to be of concern. The route has been used in previous years for this event with no problems. The route has no works or planned works within the time of the event.

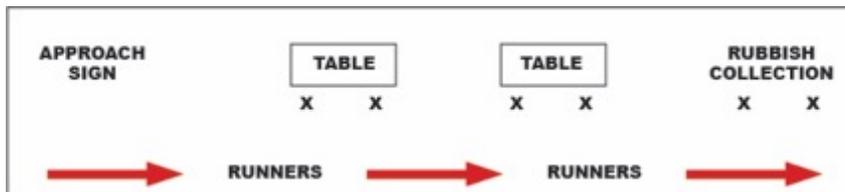
Event Signage

Signage is important to give information to competitors and the public and to maintain a safe environment for runners, stewards, spectators and members of the general public. The course will be marked using arrows to show the route of the course. Each mile a sign will be used to mark the distance covered. Signs will also be used to advise the public that an event is in progress. Additional signs will be used to offer information to competitors. All the signs will be erected by the ESO. Most signs will be erected over 2.4m from the ground. In some cases, signs will be mounted at floor level on road cones. All signage will be removed shortly after the event after the last runner has completed the route.

The signs that are used for the event are made from lightweight correx board and measure 24 inches by 18 inches. In most cases these signs are screwed to a small wooden stake to allow a good fixing onto street lights, signs or traffic cones. Where signs are installed on street lights or posts, they are erected over 2.4 metres to avoid contact with members of the public. They are attached using tie-wraps for a firm fixing. When attached to a traffic cone, duct tape is used, and the high visibility aspect of the traffic cone is still visible.

Aid Station

An aid station for competitors will be located at the several points on the route as recommended by UK Athletics Best Practice. Bottled water will be given out by stewards to everyone who requires them. Additional stewards will be responsible for collecting discarded bottles once used. The aid stations will be located just off the running line to avoid trips and falls. A sign will be placed 100 metres before the aid station as a warning to competitors. Tables will be used to hold the bottles before being handed out. All stewards will wear gloves and high visibility clothing. All bottle tops will be removed before handing to competitors.



Car Parking

Parking is available using the existing car parks at Fairhaven Lake.

Toilet Facilities

Temporary Toilets will be installed on the morning of the event and removed shortly afterwards. The units will be located at the registration area.

The contractor for the temporary toilets is:

PORTABLE TOILET COMPANY

Shaw Farm
Stockclough Lane
Feniscowles
Blackburn
BB2 5JR
Phone: 01254 200181

Waste

All waste generated will be bagged and transferred to FCR HQ for collection by Biffa under our current waste contract. All medical waste will be controlled by Remote Medical Services.

Waste Transfer Registration

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name	 Environment Agency
Address	National Customer Service Centre 99 Parkway Avenue Sheffield S9 4WF
Telephone number	03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier	FCR Event Management Ltd
Registered as	a lower tier waste carrier, broker and dealer
Registration number	CBDL222944
Address of place of business	UNIT 1A HOO HILL LANE BLACKPOOL FY3 7HJ
Telephone number	01253 394038
Date of registration	Wednesday 7th February 2018

Making changes to your registration

Your registration will last indefinitely so does not need to be renewed but you must update your registration details if they change, within 28 days of the change.

Staff & Stewards

Steward Responsibilities

Course Stewards

The main responsibilities of the stewards are to act as markers on the course and to provide safety for runners in that area of the course. They will also assist the police and other emergency services should the need arise. Stewards are also required to report any injuries or runners requiring medical assistance.

Whilst on duty, stewards will:

Concentrate only on their duties. Not use mobile phones, iPods or other electronic devices unless required to report an emergency or medical assistance request to the First Aid Point.

Not leave their place without permission unless told to do so by the Event Manager or Police.

Not consume or be under the influence of alcohol or drugs.

Remain calm and be courteous towards members of the public and runners.

Wear distinctive hi-visibility clothing at all times.

Be familiar with the course to direct runners and answer any relevant questions.

Be prepared to assist in other areas of the event if the need arises.

Be responsible and over the age of 18.

Stewards will be required to stand at their designated point for quite some time. We advise that they wear clothing appropriate for the time of year and have a flask of warm drink or drinks bottles. We also advise a trip to the toilet before the start of the race. If a steward wants to leave post at any time during the event, they must call in to the first aid point to have a replacement steward sent to their point. STEWARDS ARE NOT TO LEAVE THEIR POINT UNATTENDED UNDER ANY CIRCUMSTANCES. On the day of the events, all stewards and supervisors will be walked or driven onto the route after being briefed on their specific role.

Water Station Stewards

The main responsibilities of the stewards are to distribute bottled water to runners from their designated point. They will also assist the police and other emergency services should the need arise. Water Station Stewards are also required to report any injuries or runners requiring medical assistance.

Stewards will be required to stand at their designated point for quite some time. We advise that they wear clothing appropriate for the time of year and have a flask of warm drink or drinks bottles. We also advise a trip to the toilet before the start of the race. If a steward wants to leave post at any time during the event, they must call in to the first aid point to have a replacement steward sent to their point. STEWARDS ARE NOT TO LEAVE THEIR POINT UNATTENDED UNDER ANY CIRCUMSTANCES.

Water Station Best Practice

Please remove the bottle tops before handing to the runner. Throw bottle tops in the bags provided. Place enough opened bottles on the table to help you grab them when it gets busy and the runners approach in groups. Collect as many discarded bottles off the course in the area of the water station as possible. The majority of bottles will be dropped by runners within 500 metres. Tie up full bags of rubbish. If you need more bags, then please drop a call into the first aid point at the finish who will arrange for more to be sent to you. Take regular breaks and swap round with other stewards so you are not stood doing the same job. ENJOY IT! To runners, this is the most important part of their run, and the majority will be very grateful for your help.

Event Staff & Stewards

Core Staff

Name	Position	Duty	Location	Contact
Ron McAndrew	Race Director	Oversee event operations	Registration Lead Vehicle	07854 763 016
Lewis McAndrew	Event Safety Officer	Event Safety & Compliance	Registration Start & Finish Areas	07488 275 276
Alan Harrison	Event Manager	Setup of event facilities and equipment	Registration Start & Finish Areas	07824 995680
Tyler Harrison	Course / Traffic Manager	Setup of course signage and water station delivery	Course	07564 903 169
Trish Harrison	Registration Manager	Oversee registration area and operations	Registration	07913 017 430
Joanne Tong	Steward Manager	Steward control and supervision	Course	07941 364 290

Registration

Name	Position	Duty	Location	Times
Trish Harrison	Registration Manager	Distribution of competitor race packs	Registration	0800hrs – 1000hrs
JT 1	Registration Steward	Distribution of competitor race packs	Registration	0800hrs – 1000hrs
JT 2	Registration Steward	Distribution of competitor race packs	Registration	0800hrs – 1000hrs
JT 3	Registration Steward	Distribution of competitor race packs	Registration	0800hrs – 1000hrs
JT 4	Registration Steward	Distribution of competitor race packs	Registration	0800hrs – 1000hrs

Finish

Name	Position	Duty	Location	Times
Trish Harrison	Finish Area Control	Manage Area	Registration	1030hrs – 1430hrs
Alan Harrison	Finish Area Control	Manage Area	Registration	1030hrs – 1430hrs
	Medals	Distribute Medals to finishers	Registration	1030hrs – 1430hrs
	Medals	Distribute Medals to finishers	Registration	1030hrs – 1430hrs
	Water	Distribute Water to finishers	Registration	1030hrs – 1430hrs
	Bananas	Distribute Bananas to finishers	Registration	1030hrs – 1430hrs

Traffic Stewards

Name	Location	Duty	Times
	King Edward Avenue – Start of Closure on Inner Promenade	No traffic permitted along Inner Promenade beyond King Edward Avenue	0930hrs – 1400hrs
	St Paul's Avenue at junction with Inner Promenade	No traffic permitted access to Inner Promenade (except for access to St Pauls Avenue Car Park). Drivers to be told to drive with extreme caution on car park due to runners using this area. Only allow vehicles access when gaps allow in the running field and it is safe to do so. Monitor traffic exiting car park, using the same principles as above.	0930hrs – 1400hrs
	Myra Road at junction with Inner Promenade	No traffic permitted access to Inner Promenade	0930hrs – 1400hrs
	Cyprus Avenue at junction with Inner Promenade	No traffic permitted access to Inner Promenade	0930hrs – 1400hrs
	Eddington Road at junction with Inner Promenade	No traffic permitted access to Inner Promenade	0930hrs – 1400hrs
	Coronation Road at junction with Inner Promenade	No traffic permitted access to Inner Promenade	0930hrs – 1400hrs
	Milestas Place at junction with Inner Promenade	No traffic permitted access to Inner Promenade	0930hrs – 1400hrs
	Lake Road at junction with Inner Promenade	No traffic permitted access to Inner Promenade	0930hrs – 1400hrs
	Beach Avenue at junction with Inner Promenade	No traffic permitted access to Inner Promenade	0930hrs – 1400hrs
	Marine Drive at junction with Inner Promenade	No traffic permitted access to Inner Promenade (except for access to Fairhaven Lake Car Park). Drivers to be told to drive with extreme caution on car park due to runners using this area. Only allow vehicles access when gaps allow in the running field and it is safe to do so. Monitor traffic exiting car park, using the same principles as above.	0930hrs – 1400hrs
	Marine Drive at junction with Inner Promenade	No traffic permitted access to Inner Promenade (except for access to Fairhaven Lake Car Park). Drivers to be told to drive with extreme caution on car park due to runners using this area. Only allow vehicles access when gaps allow in the running field and it is safe to do so. Monitor traffic exiting car park, using the same principles as above.	0930hrs – 1400hrs

Course Stewards

Name	Location	Duty	Times
	End of outer pathway at entrance to Fairhaven Lake Car Park	<p>PASS 1: Runners exit pathway and bear left onto Inner Promenade (Road)</p> <p>PASS 2: Runners exit pathway and bear left onto Inner Promenade (Road)</p> <p>When runners have passed both times, assist with the traffic stewards making sure of maximum safety for the runners at all times.</p>	1000hrs – 1400hrs
	Ansdell Road South RUNNER CROSSOVER POINT	<p>PASS 1: Runners cross from the left side to the right side as they are heading towards White Church junction</p> <p>PASS 2: As runners return, they cross to the opposite side (right to left)</p> <p>PASS 3: Runners cross from the left side to the right side as they are heading towards White Church junction</p> <p>PASS 4: As runners return, they cross to the opposite side (right to left)</p> <p>Ensure runners don't collide. SEE MAP FOR FURTHER INFORMATION.</p>	1000hrs – 1400hrs
	Ansdell Road South RUNNER CROSSOVER POINT	As Above	1000hrs – 1400hrs
	Clifton Drive (White Church)	<p>Ensure runners use pathway as they head down towards Lytham. When they return they will be on the road, ensure they turn left onto Inner Promenade</p> <p>SEE MAP FOR FURTHER INFORMATION.</p>	1000hrs – 1400hrs

	Seafield Road junction	See Map for full instructions. Two way running traffic and exit lanes.	1000hrs – 1400hrs
	Seafield Road junction	See Map for full instructions. Two way running traffic and exit lanes.	1000hrs – 1400hrs
	Lytham Windmill	Left turn from Outer Pathway, to run around Lytham Windmill (2 passes)	1000hrs – 1400hrs
	Lytham Windmill	Left turn from pathway onto grass to opposite pathway for return leg to Fairhaven. (2 passes)	1000hrs – 1400hrs
	Lytham Windmill	Right turn from pathway onto Outer pathway for return leg to Fairhaven. (2 passes)	1000hrs – 1400hrs

Water Station Stewards

Name	Location	Duty	Times
	Lytham Windmill (2 passes)	Distribute water to runners. Collect all discarded bottles from the course	1000hrs – 1300hrs
	Lytham Windmill (2 passes)	Distribute water to runners. Collect all discarded bottles from the course	1000hrs – 1300hrs
	Lytham Windmill (2 passes)	Distribute water to runners. Collect all discarded bottles from the course	1000hrs – 1300hrs

Name	Location	Duty	Times
	West Beach between Seafield Rd and Fairlawn Rd (Double Sided) (2 passes each way)	Distribute water to runners. Collect all discarded bottles from the course	1000hrs – 1300hrs
	West Beach between Seafield Rd and Fairlawn Rd (Double Sided) (2 passes each way)	Distribute water to runners. Collect all discarded bottles from the course	1000hrs – 1300hrs
	West Beach between Seafield Rd and Fairlawn Rd (Double Sided) (2 passes each way)	Distribute water to runners. Collect all discarded bottles from the course	1000hrs – 1300hrs
	West Beach between Seafield Rd and Fairlawn Rd (Double Sided) (2 passes each way)	Distribute water to runners. Collect all discarded bottles from the course	1000hrs – 1300hrs

Name	Location	Duty	Times
	Inner Promenade between Fairhaven Lake Car Park and Beach Avenue (Double Sided in middle of road) (2 passes each way)	Distribute water to runners. Collect all discarded bottles from the course	1000hrs – 1300hrs
	Inner Promenade between Fairhaven Lake Car Park and Beach Avenue (Double Sided in middle of road) (2 passes each way)	Distribute water to runners. Collect all discarded bottles from the course	1000hrs – 1300hrs
	Inner Promenade between Fairhaven Lake Car Park and Beach Avenue (Double Sided in middle of road) (2 passes each way)	Distribute water to runners. Collect all discarded bottles from the course	1000hrs – 1300hrs
	Inner Promenade between Fairhaven Lake Car Park and Beach Avenue (Double Sided in middle of road) (2 passes each way)	Distribute water to runners. Collect all discarded bottles from the course	1000hrs – 1300hrs

Insurance

UK Athletics Affiliation

Fylde Coast Runners is registered and affiliated to UK Athletics as a club, Affiliation Number: 7692524

UK Athletics Race Licence

The event is licensed under UK Athletics Rules. The following diagram shows the licence issued by UK Athletics for use on event day. The event is insured under this licence.

UK ATHLETICS		UNITED KINGDOM ATHLETICS
ROAD RACE / MULTI TERRAIN LICENCE		
Licence number: 2018-32296	Licence Status: Full Licence	Race: Single Race - Windmill Half Marathon
		Entry Limit: 1250
		Date: Jul 15 2018 10:00 AM

This is to certify that the above race has been approved as a Race that will be held under UK Athletics Rules for Competition and in accordance with the Licence Requirements.

Event: **Windmill Half Marathon**

Race: **Windmill Half Marathon**

Signed:  (For and on behalf of UK Athletics)

This licence, in conjunction with your governing body affiliation, includes Third Party Liability Insurance cover (Limit of Liability £50,000,000 any one accident or occurrence). For further details please contact UKA, Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE. Telephone 0121 713 8400

THE LICENCE NUMBER MUST BE QUOTED ON ALL RACE ADVERTISING AND CORRESPONDENCE

Insurance Information & Policy Coverage



INSURANCE COVER FOR EVENT ORGANISERS/PROMOTERS

Who is Insured?

As an organisation that has affiliated to UKA for the express purpose of promoting / organising athletic events you are automatically provided with Public Liability and Third Party Insurance cover.

This information sheet tells you what insurance cover is provided and what to do if you ever need to make a claim. *Any additional cover required will be your own responsibility.*

PUBLIC LIABILITY INSURANCE

	<p>This policy relates to legal liability of Event Organisers/Promoters, in respect of those activities mentioned above.</p> <p>Public Liability: Legal liability in respect of third party bodily injury and third party property damage occurring during the period of insurance and arising in connection with the activities.</p> <p>Products Liability: Legal Liability in respect of third party bodily injury and third party property damage occurring during the period of insurance and arising in connection with any commodity, article, goods or item manufactured, sold, supplied, installed, erected, repaired, altered or treated.</p>
Geographical Limits	The policy covers activities anywhere in the world, provided that claims are brought in Great Britain, Northern Ireland, the Isle of Man or the Channel Islands
Limit of Liability	<p>Public Liability: GBP50,000,000 any one occurrence</p> <p>Products Liability: GBP50,000,000 any one occurrence and in the aggregate in the period of insurance</p>
Excess	GBP750 each and every claim or series of claims arising out of one occurrence in respect of third party property damage.

Examples	<p>The following are examples of where cover would apply, subject to legal liability being proven:</p> <ul style="list-style-type: none"> Bodily injury caused by your negligence to a third party (including athletes, spectators etc) Injury caused as a result of incidental first aid administered. Accidental damage caused by your negligence to material property belonging to a third party, for instance damage caused to fences on land being used for a cross country race. Injury caused through the sale of food and drink as part of associated activities
General Points to Note	<ul style="list-style-type: none"> This is a legal liability policy and it is the injured party's responsibility to prove negligence for injury or damage. This is not a personal accident policy (if an athlete trips over their own shoelaces and breaks an arm, there is no automatic compensation) There is no age limit applied to the cover Injury arising from medical or physiotherapy treatment is not covered by this policy and should be insured by the practitioners' own insurance policy. If injury or damage is caused by a deliberate act or omission there is no cover. Damage to or loss of an organisers/promoters' own property is not covered by this policy, they should make separate insurance arrangements for any property they own (Property Damage Policy). The policy does not provide cover for any loss or damage incurred through the use of a motor vehicle whilst subject to the Road Traffic Acts and therefore a matter for a claim against the relevant motor vehicle insurance policy. Hazardous Activities Exclusion – this policy does not apply to liability arising out of hazardous activities which increase the risk of bodily injury or damage to property. This includes but is not limited to amusement rides, bonfires, bouncy castles, fairground rides, fireworks, inflatables.



v.1 (09/10)



v.1 (09/10)



How to make a claim	<ul style="list-style-type: none"> Report all incidents of injury or property damage to third parties as soon as possible regardless of whether a claim is likely. Do not negotiate, deny or admit any claim. Never admit liability or make an offer of payment to third parties. Forward any third party correspondence or solicitor's letters or legal documents immediately upon receipt. All incidents/claims should be reported to: Contact: John Temperton – UK Athletics Tel: 0121 713 8493 Email: insurance@uka.org.uk When making a claim it is your duty to disclose all material facts to Insurers. Failure to disclose all material facts could prejudice your claim.
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This document is issued as a matter of information only and confers no rights upon the document holder other than those provided by the policy. This document does not amend, extend or alter the coverage afforded by the policy or policies as described herein.

Notwithstanding any requirement, term or condition of any contract or other document with respect to which this document may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions or exclusions of such policy (policies). Limits shown may have been reduced by paid claims.

WHAT TO DO IN THE EVENT OF A DANGEROUS INCIDENT OR AN ACCIDENT

In the case of either a dangerous incident or an accident, please complete the UK Athletics Accident & Incident Report Form at <http://www.uka.org.uk/governance/health-safety/> to notify Peter Sutcliffe, UK Athletics Health & Safety Manager. If this is not available then collect the following information:

- Date & time of accident/incident.
- Details of the injured person.
- Name of event and promoter.
- Description of accident/incident with diagrams and/or photographs if possible.
- Nature of injuries.
- Details of any first aid given and named of first aid representatives.
- Names of other persons present.
- Details of reporting person.

All information collected should be sent to the Health & Safety Manager at UKA at the address below.

In the event of the theft or disappearance of property or valuables, these should additionally be reported to the local organiser and the local police.

UKA, Athletics House,
Central Boulevard, Blythe Valley Park,
Solinhill, West Midlands, B90 8AJ
www.uka.org.uk

Registered in England No.3686940



v.1 (09/10)



v.1 (09/10)



Lynsey Jarman
Client Adviser

Marsh Ltd
Victoria House
Queens Road
Norwich, NR1 3QQ
www.marsh.com

20th October 2017

To whom it may concern

Dear Sirs

CONFIRMATION OF INSURANCE – Name of Policyholder:
UK Athletics Limited and/or England Athletics Limited and/or Welsh Athletics Limited and/or Scottish Athletics Limited and/or Athletics Northern Ireland and/or subsidiary companies and/or all affiliated National and Regional Associations, Federations and bodies and all affiliated clubs and associations

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the Policyholder above and that we have arranged insurances on its behalf as detailed below:

PRIMARY PUBLIC/PRODUCTS LIABILITY

INSURER: Chubb European Group Ltd

POLICY NUMBER: 74UKC17931

PERIOD OF INSURANCE: 1st November 2017 to 31st March 2018 both days inclusive

LIMIT OF LIABILITY: GBP 5,000,000 any one occurrence unlimited in the period of insurance for Public Liability and in the aggregate in the period of insurance for Products Liability

EXCESS: In respect of third party property damage only: GBP250 each and every claim or series of claims arising out of one occurrence in respect of claims made by any member coach, official, athletics club or athletics association of the Insured, increasing to GBP750 each and every claim or series of claims arising out of one occurrence in respect of any other claims.



Registered in England and Wales Number: 1507274, Registered Office:
1 Tower Place West, Tower Place, London EC3R 5BU.
Marsh Ltd is authorised and regulated by the Financial Conduct Authority.

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TERRITORIAL LIMITS: Anywhere within Great Britain, Northern Ireland, the Isle of Man or the Channel Islands.

Elsewhere in the world in respect of the activities (excluding manual work outside the member countries of the European Union) in the course of the Business of directors, partners and/or employees of the Policyholder temporarily engaged outside the Territorial Limits as stated above.

EXCESS PUBLIC/PRODUCTS LIABILITY

INSURER: QBE Insurance (Europe) Ltd

POLICY NUMBER: Y022009QBE0109A

PERIOD OF INSURANCE: 1st November 2017 to 31st March 2018 both days inclusive

LIMIT OF LIABILITY: GBP45,000,000 any one occurrence unlimited in the period of insurance for Public Liability and in the aggregate in the period of insurance for Products Liability

in excess of

GBP5,000,000 any one occurrence unlimited in the period of insurance for Public Liability and in the aggregate in the period of insurance for Products Liability

To indemnify the Insured to the same terms and conditions and exceptions as are contained in the underlying primary policy on the identical subject matter and risk, but always subject to the Limit of Indemnity and any amending conditions. We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.



We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

This letter shall be governed by and shall be construed in accordance with English law.

Yours faithfully,

A handwritten signature in black ink that reads "Lynsey Jarman". The signature is written in a cursive style with a large, looping flourish at the end.

Lynsey Jarman
Assistant Vice President
Marsh Ltd

Risk Assessments

General Event Risk Assessment

GRA LINE CODE	Location / Hazard	People at Risk	Risk Rating Level (H/M/L)	Control Measures	Additional Measures & Checks	Risk Rating POST CONTROL Level (H/M/L)
1	Major incident on event day	Participants Spectators Event Staff Contractors	MED	Contingency plans as contained within this document		LOW
2	Major incident in buildup period (e.g. Environmental Hazard)	Participants Spectators Event Staff Contractors	LOW	Event Planning exists for the event. Emergency session to be convened to define response in line with existing major incident plans	Regular liaison between Event Safety Officer and emergency services	LOW
3	Fire Risk at key assembly points (and event structures)	Participants Spectators Event Staff Contractors	MED	ESD contains fire procedures. LFRS aware of the event. Fire certification documents in place for all temporary structures	Event Safety Officer to ensure all fire regulations are adhered to	LOW
4	Duty of Medical Care: Staff in buildup and strip out phases. Participants and spectators during the event	Participants Spectators Event Staff Contractors	MED	Event Safety Officer trained to EMT standard and on location for immediate callout during all periods Medical plan contained with ESD defining the levels of coverage on event day	Medical plan to be reviewed and assessed throughout the planning stages.	LOW
5	Major medical incident or fatality	Participants Spectators Event Staff Contractors	LOW	Medical plan contained with ESD defining the levels of coverage on event day Guidelines contained within the race license criteria giving HSE advice	Medical plan to be reviewed and assessed throughout the planning stages.	LOW
6	Vehicle movement on site and on course sections	Participants Spectators Event Staff Contractors	LOW	Event designed with limited need to move vehicles during the event with all setup done before 0800hrs in the main start/finish area During the event stewards are to restrict vehicle movements from the general public. Vehicle passes to be issued to official cars on the route only	Event Safety Officer to monitor and manage emergency service access On-course medics to use pedal cycles to reduce vehicle movements	LOW
7	Traffic congestion and subsequent issues	Participants Spectators Event Staff Contractors Local Residents Non-event Traffic Business Users	MED	Mailshot to all local residents and businesses on the route and immediate vicinity of the route Advance signage in place 2 weeks before the event		LOW
8	Loss of stewarding personnel affecting implementation of closures	Participants Spectators Event Staff	LOW	Professional/reliable stewards used. Stewards regularly used at similar events.	Event Safety Officer to confirm attendance 48 and 24 hours before event	LOW
9	Loss of medical personnel affecting the delivery of the event	Participants Spectators Event Staff Contractors	LOW	Professional/reliable company used. Company regularly used at similar events.	Event Safety Officer to confirm attendance 48 and 24 hours before event	LOW
10	Supply of adequate drinking water to keep participants hydrated	Participants Spectators Event Staff Contractors	LOW	Bottled water purchased by FCR in advance of the event		LOW
11	Issues with power: Loss of supply and risk of electrocution	Participants Spectators Event Staff Contractors	LOW	Generator supply provided for PA systems at start/finish site Generator supplied with fuel tank and with plenty of reserve capacity Distribution carried by Speedy Hire	Site safety officer to check Electrician on standby	LOW
12	Power Supply for: PA system and timing equipment	Participants Spectators Event Staff Contractors	LOW	Generators to be placed with barriered compound Use of competent suppliers with risk assessment and health and safety policy to cover installation and operation Cable covers or matting to be used	Site safety officer to check Electrician on standby	LOW
13	Failure of PA systems	Participants Spectators	LOW	Engineers from PA company on standby	Tests on all equipment prior to the event	LOW

		Event Staff Contractors		Loudhailer backup for keys areas	Electrician on standby for power failures	
14	Crowd disorder or unrest	Participants Spectators Event Staff Contractors	LOW	Use of PA, signage and stewards to keep participants and spectators informed (see ESD) Previous history of running event participants is that they are generally good natured		LOW
15	Incident from use of machinery / power tools in setup / breakdown	Event Staff Contractors	LOW	Only suitably qualified staff provided by event contractors will be permitted use of power tools or machinery No use of power tools to be required or permitted during public times on site		LOW
16	Manual movement of equipment on site	Event Staff Contractors	LOW	Safe system of work in place for staff covering manual handling Manual lifting to be limited where possible. Use of fork lifts, trollies or buggies as appropriate	Activities to be monitored by Event Safety Officer	LOW
17	Sanitary accommodation – problems arising from level of accommodation	Participants Spectators Event Staff Contractors	LOW	Installation of temporary facilities for the duration of the event.	Toilet provider to maintain. Personnel and equipment on site	LOW
18	Lost & found children / persons	Event Staff Participants	LOW	ESD details procedures in place for missing / found children		LOW

Course Risk Assessment

The following risk assessment is for the Windmill Half Marathon Road Race. A degree of risk is inevitable in this type of event. Road runners should expect to encounter the following (*up to a point*); hard physical effort, adverse weather conditions, possible unevenness in running surfaces, jostling at the start point and the presence of other pedestrians and road users.

Date of Assessment: **29 April 2018**

Risk Assessment carried out by: **Lewis McAndrew, Event Safety Officer**

Course Section	Distance from start	Details of: General Information Hazard Road Conditions Junction	Risk Rating (H/M/L)	Persons at risk from described hazard	Measures taken to reduce risk to persons affected	Measures to be undertaken by	Risk Rating (H/M/L)										
Start Section	0m	<p>Large gathering of competitors and spectators on outer walkway behind Fairhaven Lake</p> <table border="1"> <tr><td>Surface:</td><td>Tarmac</td></tr> <tr><td>Condition:</td><td>Good</td></tr> <tr><td>Damage:</td><td>Maintained</td></tr> <tr><td>Traffic:</td><td>Pedestrians and other pathway users</td></tr> <tr><td>Junction:</td><td>n/a</td></tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Pedestrians and other pathway users	Junction:	n/a	LOW	Competitors Spectators General public Event Staff	'CAUTION RUNNERS' signage on all approaches on pathway to warn other users. Request will be made to remove post at the end of this pathway for safe passage of runners.	FCR Events Setup team	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Pedestrians and other pathway users																
Junction:	n/a																
Outer Pathway	0m – 0.30km	<p>Large section of competitors starting and proceeding along outer pathway adjacent to car park</p> <table border="1"> <tr><td>Surface:</td><td>Tarmac</td></tr> <tr><td>Condition:</td><td>Good</td></tr> <tr><td>Damage:</td><td>Maintained</td></tr> <tr><td>Traffic:</td><td>Pedestrians and other pathway users</td></tr> <tr><td>Junction:</td><td>n/a</td></tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Pedestrians and other pathway users	Junction:	n/a	LOW	Competitors Spectators General public Event Staff	'CAUTION RUNNERS' signage on all approaches on pathway to warn other users. Lead vehicle to warn pedestrians of runners on pathway.	FCR Events Setup team Lead vehicle	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Pedestrians and other pathway users																
Junction:	n/a																
Inner Promenade (4 passes on this section of the route)	0.304m – 0.27m 1.58m – 3.391m 6.527m – 8.648m 11.783m – 12.559m	<p>Runners proceeding along main carriageway</p> <table border="1"> <tr><td>Surface:</td><td>Tarmac</td></tr> <tr><td>Condition:</td><td>Good</td></tr> <tr><td>Damage:</td><td>Maintained</td></tr> <tr><td>Traffic:</td><td>Pedestrians and other pathway users</td></tr> <tr><td>Junction:</td><td>n/a</td></tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Pedestrians and other pathway users	Junction:	n/a	LOW	Competitors Spectators General public Event Staff	Road closed for duration of the event. Supported by road-end stewards and full traffic management.	FCR Traffic Management Stewards	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Pedestrians and other pathway users																
Junction:	n/a																
Clifton Drive (2 passes on this section of the route)	3.423m – 3.899m 8.648m – 9.170m	<p>Runners proceeding along pathway adjacent to Clifton Drive</p> <table border="1"> <tr><td>Surface:</td><td>Tarmac</td></tr> <tr><td>Condition:</td><td>Good</td></tr> <tr><td>Damage:</td><td>Maintained</td></tr> <tr><td>Traffic:</td><td>Pedestrians and other pathway users</td></tr> <tr><td>Junction:</td><td>n/a</td></tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Pedestrians and other pathway users	Junction:	n/a	LOW	Competitors Spectators General public Event Staff	'CAUTION RUNNERS' signage on all approaches on pathway to warn other users. Lead vehicle to warn pedestrians of runners on pathway.	FCR Events Setup team Lead vehicle	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Pedestrians and other pathway users																
Junction:	n/a																
Clifton Drive (2 passes on this section of the route)	6.049m – 6.555m 11.145m – 11.763m	<p>Runners proceeding along Clifton Drive returning to White Church</p> <table border="1"> <tr><td>Surface:</td><td>Tarmac</td></tr> <tr><td>Condition:</td><td>Good</td></tr> <tr><td>Damage:</td><td>Maintained</td></tr> <tr><td>Traffic:</td><td>Pedestrians and other pathway users</td></tr> <tr><td>Junction:</td><td>n/a</td></tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Pedestrians and other pathway users	Junction:	n/a	LOW	Competitors Spectators General public Event Staff	'CAUTION RUNNERS' signage on all lamp columns on road to warn other users. Advance signage on all approaches of "Event in Progress" Runners very spread out and evenly distributed at both passes on this section.	FCR Events Setup team FCR Traffic Management	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Pedestrians and other pathway users																
Junction:	n/a																

<p>Outer Pathway (Lytham Green)</p> <p>(2 passes on this section of the route)</p>		<p>Runners proceeding along Outer Pathway towards and returning from Lytham Windmill</p> <table border="1" data-bbox="443 181 697 338"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Pedestrians and other pathway users</td> </tr> <tr> <td>Junction:</td> <td>n/a</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Pedestrians and other pathway users	Junction:	n/a	<p>LOW</p>	<p>Competitors Spectators General public Event Staff</p>	<p>'CAUTION RUNNERS' signage on all lamp columns on payhway to warn other users.</p> <p>Advance signage on all approaches of "Event in Progress"</p> <p>Runners very spread out and evenly distributed at both passes on this section.</p> <p>LIAISON REQUIRED WITH LYTHAM PROMS PEOPLE TO ALLOW SAFE PASSAGE THROUGH TO WINDMILL AND BACK.</p> <p>ARRANGED THROUGH FYLDE COUNCIL</p>	<p>FCR Events Setup team FCR Traffic Management</p>	<p>LOW</p>
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Pedestrians and other pathway users																
Junction:	n/a																

Medical Risk Assessment

The following medical risk assessment has been developed to fulfil the statutory duty of care to participants and staff working within the framework of the event. The following company is used to fulfil these requirements:

**RMS AMBULANCE LTD (REMOTE MEDICAL SERVICES)
TELEPHONE 07779 302 914**

The following factors have been taken into consideration in preparing the assessment and event needs;

- **Competitor numbers, profile and ages**
- **Course distance, severity and configuration**
- **Vehicular access for treatment and transportation of casualties (on course and finish areas)**
- **Proximity to local NHS A&E facility**
- **Past incident data**
- **Availability of communications**
- **Time of year, anticipated weather conditions**
- **Provision of drinking water, energy drinks, shelter etc.**

Provision has been made for the treatment of the most common foreseeable injuries, including;

- **Abrasions, cuts and sprains from trips and falls**
- **Head injuries from trips and falls**
- **Aggravation of pre-existing medical conditions including Asthma, Cardio-Vascular Disease and Diabetes**
- **Cardiac arrest**

At the event planning stage consideration has been taken for the need for first-aid, extended medical provision and ambulance requirements. This will be supplied at appropriate levels for all stages of the event, including site build and breakdown periods.

Area Assessed	Measures taken
Assessment of appropriate medical cover required for the event	Medical service coverage assessed in accordance the UK Athletics Good Practice Guide to Medical Services, exceeding where possible to the Event Safety Officers request and previous experience with this type of event.
Event arrangements and profile	The route has been used in previous years. The previous casualty and incident rate is MINIMAL. Closed roads with experience stewards and traffic management.
Anticipated competitor numbers	The event is likely to attract around 1000 competitors with approximately the same number with accompanying spectators.
Check availability of local NHS A&E facilities and Ambulance Trust	Hospital and Ambulance service notified via Planning Group in advance of the event. Nearest A&E facility approximately 9 miles from start/finish area of the event.
Ensure capability to deliver BLS plus AED response within 6 minutes of report of injury/incident by event stewards	Cycle responders on course trained and equipped to deliver BLS and AED. Course points identified to provide rapid response. Rear sweep vehicle and FAP at finish area to treat casualties and respond to incidents.
Procedures to check first aid in place before the start of the event	Medical Manager to report to Event Safety Officer, 4 hours before the event to confirm final arrangements are in place and confirmed. Medical Manager to call/meet Event Safety Officer on arrival to event to report in for duty.
Ensure effective reporting of casualties by stewards	Stewards deployed at regular intervals on the main route. All stewards are equipped with mobile phones or radio to contact the FAP at the finish area. All medics are equipped with mobile phone and radio. All stewards are briefed regarding reporting casualties to the FAP.
Layout and management of finish area to provide access for medical services	Finish area has a clear access lane. Finish area coordinator to ensure lane is free of general public and obstructions.
Public announcements	Pre-race announcements will be made to ensure rules and instructions are adhered to. To point out where medical facilities are located. Any participants who suffer from any significant health risk must put a large red cross on their run number to help medics respond accordingly.
Transport of exhausted runners	Medical team to oversee transport requirements for participants requiring it on the course. Any participant requiring transport will be transferred to the FAP for assessment.
Monitor	All communications between medics and event staff are monitored by the Medical Manager. All major incidents are to be reported to the Event Safety Officer.

Determined Medical Coverage

The following medical provision will be in place for the duration of the event including 45 minute stand-down time after the last runner has completed the event.

1	Paramedic Ambulance for patient transfer and deployment on course if required	To be positioned and ready for use at 0830hrs
1	Rapid Response Ambulance Car positioned on course at strategic location on course. To follow last runner in from halfway point if not in use	To be positioned and ready for use at 0945hrs
3	Cycle First Responders On patrol on course, following and looping the running field	To be positioned and ready for use at 0945hrs
1	Medical Tent Located within the finishing area. Beds included	To be positioned and ready for use at 0830hrs

Medical Personnel On-Site

Qty	Personnel	Location	Provider
1	Paramedic	Stationed in ambulance	Remote Medical Services
1	Nurse	Stationed at Med Tent	Remote Medical Services
3	ALS First Responders	On bikes on course	Remote Medical Services
1	Medical Manager	Course	Remote Medical Services
3	First Aider	Event Build Up and Breakdown – Event Safety Vehicle	FCR Events

Weather Risk Assessment

WRA LINE CODE	Hazard	People at Risk	Risk Rating Level (H/M/L)	Control Measures	Additional Measures & Checks	Risk Rating POST CONTROL Level (H/M/L)
1	Extremes of hot and/or humid weather affecting welfare	Participants Spectators Event Staff Contractors	MED	Morning start is before the sun will have reached maximum levels Running produces a slight cooling breeze Ample stocks of water at drinks stations on the course. Announcements made to ensure runners take on water during the event	Constant monitoring by Event Safety Officer as to conditions on the day	LOW
2	Extremes of wet and/or cold/windy weather	Participants Spectators Event Staff Contractors	MED	Participants advised to stay wrapped up and wear appropriate clothing or the conditions (Social Media / Mass SMS if required)	Constant monitoring by Event Safety Officer as to conditions on the day	LOW

Emergency Event Planning

Cancellation Policy

In the event that the Windmill Half Marathon is cancelled prior to the start of the race on Sunday 15th July 2018, the following plan will be brought into action (some actions, such as the mail out, will be dependant on the time available).

- Race Director to agree a public statement and short-term action plan, including base for activity.
- Press statement to be put out to all participants.
- Press statement to be put out to website and social media.
- Social media platforms – Facebook and Twitter – to be updated by TF Marketing.
- Mass SMS to be sent by Joining Jack to all entrants, directing participants to www.fyldecoastrunners.com for further information.
- All participants – email to all entrants implemented by FCR admin staff.
- With a late announcement, event crew to be positioned at strategic points to meet any participants unaware of the situation.
- Press statement to follow on the next working day after the event – FCR to manage.
- Letters/emails to be sent to all participants within 3 days explaining the next steps – FCR to manage.

Weather Information

The weather in Lytham is typical of northern weather, although in recent years, the summer months have been exceptionally sunny and the winters fairly mild. December, January and February tend to be Lytham's coldest months, with average daytime temperature of 15 degrees.

Lytham is said to have a moderate climate, which is typically northern. The wettest months in Lytham fall slightly earlier, between September and November, when you can expect approximately 110mm / 4.3 inches of precipitation every month. The overall rainfall is at its least in March, April and May, with just 56mm / 2. Inches expected each month, making these the towns driest months.

Emergency Planning

DEFINITION

A major incident is any emergency that required the implementation of special arrangement by one or more of the emergency services, the NHS or the local authority for:

- The initial treatment, rescue and transport of a large number of casualties.
- The involvement either directly or indirectly of a large number of people.
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police.
- The need for the large scale combined resources of two or more of the emergency services.
- The mobilisation and organisation of the emergency services and supporting organisations eg. Local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

The event is attended by over 1000 participants plus spectators on the day and so the risk of emergency incidents is present. In order to enable any emergency to be dealt with efficiently and safely, the following procedures are in place;

BOMB WARNING RECEIVED

If a bomb warning is received by the police, media or organisers, the following procedures will take place;

- If a location is specified in the warning, the Event Safety Officer and police are consulted. Any unusual packages or behaviour reported to the police and the area may be closed to the public. If a package is located, the police will investigate and take the necessary action in evacuation with the help of the Event Safety Officer and stewards.

- If no location is specified, a site meeting will be called with the Event Safety Officer, and a Police Liaison. The site meeting will take place in the Event Control Unit located adjacent to the finish area.

The procedures to follow will be directed by the police and could include a detailed search of all event areas, evacuation of all areas or partial evacuation of a particular area, and further investigation into the validity of the warning.

COMPLETE EVACUATION OF THE EVENT AREAS

If a complete evacuation of the town centre is required, the police will assist. An emergency meeting of all stewards will be called and the situation explained to them. Stewards will be responsible for moving all competitors, staff and spectators including event traders to the nearest egress route and clear the area. The event PA system will be used to give information to the public regarding the evacuation, the police will advise on the wording to be used. Once stewards have cleared the area, they will report to the Event Safety Officer who will ask them to stand by, evacuate or assist in another area. The Event Safety Officer will remain in constant communication with the police to ensure they are aware of the progress of the evacuation.

Participants will be stopped at the next available point on the course and will be prevented from re-entering the evacuated area until the situation has been fully assessed.

SUSPICIOUS PACKAGES

If a suspicious package is notified to a steward, they must contact the Event Safety Officer who will contact the police. The steward should be consulted as to any details they may have about the package and movements in the vicinity. The police will ascertain the seriousness of the package and may require partial evacuation, which will be conducted by the steward with the assistance of the police. The police will then proceed with the investigation.

FIRE

If a steward discovers a fire, they will raise the alarm by shouting. Evacuate all people that might be at risk. The steward will contact the emergency services by dialling 999 and then notify the Event Safety Officer or send someone to notify the Event Safety Officer. The Event Safety Officer will also notify the emergency services and then ensure that the police, event staff and Traffic Management Officer are aware and are expecting a fire engine. The police will ensure safe passage of the fire engine to the fire. The fire engine crew will deal with the fire as necessary.

Participants will be stopped at the next available point on the course and will be prevented from re-entering the evacuated area until the situation has been fully assessed.

HOSTILE AND NON HOSTILE DEMONSTRATIONS

If a demonstration takes place at the event location, either by an individual or a group, the stewards should notify the Event Safety Officer immediately. The Event Safety Officer will notify the police and a site meeting held to decide on the best course of action. It may be necessary for a steward to ask the individual to cease their actions and leave the event area, if they do not leave, the police will assist.

CRIMINAL INCIDENT

If a criminal incident occurs, the steward should notify the Event Safety Officer who will notify the police. If there is a direct risk to life then contact the police first then notify the Event Safety Officer or send someone to notify the Event Safety Officer. The police will deal with the situation in the appropriate manner and request a site meeting or evacuation.

ROAD INCIDENT

If an incident occurs on the roadways incorporating the event, the Event Safety Officer and police should be notified. The police will deal with the incident as quickly as possible and may re-route traffic as necessary. Stewards may be asked to help with re-routing or directing of the traffic.

EMERGENCY SITUATION

A pre-evacuation message will be notified to you from the Event Safety Officer. You should prepare for possible imminent evacuation.

The pre-evacuation message is: *"All stewards operate a Code Black"*.

If a full evacuation of your area is necessary, a public announcement will be made from the stage and/or PA system and/or you will be notified via radio or mobile phone from the Event Safety Officer.

The announcement will be: *"Your attention please – for your own safety, please leave the event area by the exit directed by stewards"*.

You must physically point and shout in the direction of safe exit during the evacuation. Your responsibility is to follow the instruction of the Event Safety Officer or emergency services in coordinating the evacuation. Once the evacuation is complete, and you are in a safe area, seal off the area and prevent re-admittance. Await further instructions.

Lost Items/Property

Lost property will be difficult to locate due to the location and size of event. However, any item found at the start/finish areas will be taken to the Control Unit situated adjacent to the finish area. Items will be booked in and not released until the claimant can provide an adequate description of the item. Where ownership cannot be proven or is contested, the matter will be passed to the police. Any valuable item left unclaimed at the end of the event will be handed to the police. All other property will be disposed of.

Lost Children

The lost children point will be located within the event registration/enquiry marquee and will be staffed by CRB/DBS checked personnel for the duration of the event. If a lost child is found, the steward who finds them or is handed them should remain at the point in which the child was found for several minutes and then contact the Event Safety Officer, who will advise if the child has been reported missing or whether he/she should be taken to the lost children point as detailed above.

Details of the child's location when found, clothing, age and description are ascertained and if the child can communicate, details of parents are asked from him/her and reported to the Event Safety Officer who will pass the information onto the lost children point. The Event Safety Officer will notify the police of the details and ask the PA announcer to announce that a child has been found and asking parents/guardians to report to the lost children point. Details and colour of the child's coat/clothing is the only information that can be given out in the announcement.

- **DO NOT REFER TO CHILDREN SPECIFICALLY OR GIVE DETAILS OF NAME, SEX OR AGE**

Stewards will direct all members of the public who have either lost someone or are looking for someone to the lost children point. If a parent arrives looking for a child who is not there, use radios to circulate a description of the child to stewards. Upon the parent/guardian arriving to collect the missing person, they must be asked for the child's name, age, sex and a description of the child's clothing and this should be checked against the available information. Details of the person claiming the missing person will be noted down and given to the Event Safety Officer to record it officially. If there is any doubt as to the validity of the parent/guardian claim on the missing person, the police should be called and the matter dealt with by them. Missing persons not collected by the time the event closes, will be handed over to the police.

THE AIM OF THESE GUIDELINES IS TO PROTECT THE LOST CHILDREN AND EVENT STAFF FROM POSSIBLE LEGAL REPERCUSSIONS

Communications

Event Communications Profile

Communication between all those involved in the delivery of the event on the day will be a key factor in ensuring that a safe and successful event takes place. The means of communication will vary from the use of a bespoke network of radio communication, mobile phones and word of mouth between individuals.

Key staff will be based at the start/finish areas and at the event registration/enquiry marquee. They will primarily make use of the radio network brought in for the event period.

Event Radio Network

The network will be provided and installed by **RMS AMBULANCE** on the day of the event. Radios must be collected and signed for from the Medical Tent located at the start/finish area of the event.

Appendix A

Fylde Council Event Application

<u>Event details</u>
Name of event WINDMILL HALF MARATHON Location of event FAIRHAVEN LAKE Date of event SUNDAY 15TH JULY 2018 Event start time each day 0800HRS Event end time each day 1400HRS
<u>Event organiser details</u>
Event organiser contact name LEWIS MCANDREW Organisation FYLDE COAST RUNNERS If a registered charity, please provide registration number..... Contact address UNIT 1A HOO HILL ESTATE, BLACKPOOL Postcode FY3 7HJ Telephone (daytime) 01253 394038 Mobile 07488 275276 E-mail ADMIN@FYLDECOASTRUNNING.ORG
<u>Land requirements</u>
Date/time land required from for site preparation 15/07/2018 – 0500HRS Date/time site will be vacated after the event. 15/07/2018 – 1600HRS
<u>Event details</u>
Has this event been held before? Yes X No <input type="checkbox"/> If yes, when and where SAME VENUE, ANNUALLY Adult price to attend the event £14.00 Child/concessions price to attend the event N/A Expected audience size 400
<u>Description of the event</u>
HALF MARATHON ROAD RACE STARTING AND FINISHING AT FAIRHAVEN LAKE A plan outlining the event site and location of each structure is required in order to process your application, please ensure this is enclosed.

Waste management facilities

Please give details of how you will maintain the site free of litter. Event organisers must be able to demonstrate they can manage all waste produced during events, and a Statutory Duty of Care must be in place prior commencement. Should you require any advice relating to waste issues at your event please contact Fylde Council.

ALL WASTE GENERATED WILL BE TRANSFERRED BY FCR TO OUR HEAD OFFICE FOR COLLECTION BY BIFFA AS PART OF OUR WASTE CONTRACT

Parking: If your event will attract visitors/participants arriving by car please state what parking provisions you will ask them to use. **Please keep disabled bays free for Blue Badge Holders only.**

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First Aid: Please provide information about who will be providing first aid cover for your event.

Number of First Aiders: **6**

First Aid locations: **COURSE PARAMEDIC BIKES, AMBUANCE AT FINISH AREA**

Name of Company Name of Provider: **REMOTE MEDICAL SERVICES LTD**

First Aid qualifications: **NHS PARAMEDICS, NHS NURSES**

Contact email: ADAM@REMOTEMEDICALSERVCES.CO.UK

Contact number:

Appendix B

UK Athletics Event Adjudicator Form

Name of Race: **WINDMILL HALF MARATHON**

Date of Race: **15TH JULY 2018**

No.	Area	Yes	No	N/A
1	Race Information			
	Was the start area traffic free?			
	Was the finish area traffic free?			
	Were there marshals to assist runners in the following areas and did the level of cover provided match that detailed in the Event Plan and/or briefing documents?			
	Start Line			
	Pre-Finish			
	Finish			
	Post Finish			
	Were marshals briefed before the event?			
	Were marshals located in the correct positions as detailed in the Event Plan and/or briefing documents?			
	Were marshals wearing distinctive tabards/bibs/tops?			
2	Signage			
	Was there signage in the following areas?			
	Start Line			
	Information			
	Changing			
	Toilets			
	Baggage			
	Finish			
	Further Comments on this Section			
3	Course Review	Yes	No	
	Was the course signed?			
	Was there a Lead Vehicle or Cyclist?*			
	Was there a Sweep Vehicle/Cyclist or back marker?*			
	Was the course Traffic Free?			
	Were there mile or kilometre markings on the course?			
	Further Comments on this Section			
4	Water Stations	Yes	No	N/A
	Did the event provide water stations? If No skip forward to A			
	Were the water stations off the running line?			
	Were there advance signs for the water station/s?			
	Were adults operating or supervising the water station/s?			
	Were volunteers wearing distinctive tabards/bibs/tops?			
A	Was water provided to all athletes at the end of the race?			
	Were the water stations of sufficient length for the size of the field?			
	Further Comments on this Section			

5	Medical Provision	Yes	No	
	Was there Medical Provision at the event?			
	Who provided this Service? Details:			
	Was the Medical Risk Assessment available for inspection?			
	Was the medical information template printed on the back of the race number?			
	Further Comments on this Section			
6	Risk Assessment	Yes	No	
	Was the Risk Assessment available for inspection?			
	Further Comments on this Section			
7	Certification	Yes	No	
	Was there a need for a UKA Course Measurement Accuracy Certificate for the event?			
	If yes was it on display?			
	Race Promoter confirmed that measured course was run			
	Further Comments on this Section			
8	Incidents			
	Please describe any incidents not covered by the previous questions:			
	Did you share any of your comments with the Race Promoter before submitting this report			
	Please explain why:			
	Further comments:			

When applying for a race licence, the Race Director agreed to meet runbritain Licence Standards. If you identify any areas where Licence Standards have not been achieved, please note this in the comments section.

This form is to be completed online within 7 days of the event and will be reviewed by the Regional Panel.

If you did not witness any of the above, please identify who your source of information came from e.g. athletes or additional helper.

EVENT ADJUDICATOR: STEVE ASHCROFT